

Job Description for Adult Education Teacher

Pulaski County Adult Education Program

Work Activities

- Responsible for teaching Adult Basic Education, Pre-GED and GED courses using instructional methods geared toward the adult learner in a classroom setting. Plan lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepare students to pass the GED tests and/or enhance basic education skills
- Responsible for teaching the GED test areas (literature, writing, social studies, science and math) or adult basic education skills areas (writing, math, language)
- Plan and prepares relevant and practical class lessons and monitors student's performance.
- Implement a variety of instructional delivery methods, that include group or individualized instruction as well as computer programs that help students make learning gains. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.
- Administer TABE tests to determine individual progress. Creating a climate that encourages and supports learning.
- May lead and direct the work of others.
- Complete and maintain appropriate student registration, attendance, and assessment records, and ensure timely submission of data for NRS input.
- Responsible for effective classroom management that enhances student learning
- Perform other duties as assigned by the director.

Knowledge, Skills and Abilities:

- Knowledge of adult learner and alternative educational methods and have the ability to apply these methods for adult, at-risk teens and multi-cultural students
- Ability to teach students of diverse abilities and backgrounds and overcome barriers to success in a multi-level class
- Ability to build a classroom environment that is conducive to learning and appropriate to the maturity and interests of students. Ability to relate well to different groups of students of different ages and ability levels.
- Must be computer literate
- Ability to use a variety of audio-visual equipment
- Must be able to communicate effectively both orally and through correct written grammar and usage.
- Must have good classroom management skills Must have strong desire to work with people from a broad range of backgrounds
- Team-player who can collaborate with colleagues.
- Participate in curriculum development
- Attend in-service, staff meetings and state training.
- Maintain clean and professional classroom environment.
- Possess excellent communication and organisational skills.
- Enthusiasm for the subject material that will foster a love of learning by students.

Experience Needed

- Minimum of one year of teaching

Qualifications

- Bachelor's degree in Education required for contract and non-contracted teachers
- Contracted teachers require Adult Ed certification
- Must hold valid five year teaching certificate in any area